



## **Administrator**

A great opportunity to be part of a small, dynamic team looking to change the face of politics in Ireland. A key staff member, reporting to the CEO, the Administrator will help grow and develop the organisation, and work towards achieving a balanced political system.

Women for Election inspires, equips and supports women to succeed in politics.

The Administrator will help keep the show on the road, maintain the office and smooth running of the organisation to help achieve our ambitious plans. If you want to change the face of politics in Ireland, and love organising and enjoy putting everything in place, you could be our perfect administrator

**Location:** Women for Election, 36 Fitzwilliam Place, Dublin 2.

**Terms:** This is a ½ time role, a 12-month appointment, with the possibility of extension.

The salary for this position will be in the region of €15,000 (€30,000 pro rata) per annum.

### **Responsibilities**

Reporting to the CEO, the role of the Administrator is to ensure the smooth running of the Women for Election office by maintaining efficient and effective office systems, all associated administrative activities, and helping with the administration of our training and events programmes.

#### **1. Office management**

Ensure day to day management of our office, ensuring operational efficiency and effective communications

- 1.1. Running Women for Election's office with day to day responsibility for administration
- 1.2. Lead on the planning and implementation of administrative systems and procedures
- 1.3. Front of house duties for the Women for Election office, responding in an efficient, friendly and appropriate manner to queries and communications to and within the office
- 1.4. Oversee implementation and management of health and safety and compliance policies and procedures in relation to Women for Election
- 1.5. Maintaining IT systems and liaison with external IT supports

#### **2. Financial**

Working with our external bookkeeper and accountants, ensure proper financial record keeping and controls

- 2.1. Day to day maintenance of appropriate financial records, implementing financial controls and preparing financial reports

2.2. Liaison with our external bookkeeper and accountants, as appropriate

### **3. Meetings and records**

Ensure accurate and appropriate records are kept at board and other meetings, ensure appropriate and friendly communications to the wider WfE family

- 3.1. Taking minutes at meetings and providing general assistance
- 3.2. Produce correspondence and documents, and maintain presentations, spreadsheets and databases
- 3.3. Manage and maintain integrity of data in multiple databases

### **4. Events and training**

Assist with the administration and delivery of our training and events programmes.

- 1.1. Organising internal and external events
- 1.2. Arranging travel and accommodation

### **5. Other**

- 5.1. Act in accordance with the objectives and ethos of WFE
- 5.2. Undertake other duties as may be reasonably required from time to time.
- 5.3. Participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate

### **General**

As with all our team, the Administrator will be expected to:

Actively participate in team and staff meetings and reviews/ evaluations and to contribute to the development of Women for Election

Have a flexible approach to the work in response to organisational change and development

Identify training needs with the CEO and participate in training opportunities appropriate to the role

Be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of the CEO

Be committed to the purpose of Women for Election and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.

### **Experience and Knowledge**

- 3+ years' experience of an administrative role

- Experience of minute taking, producing reports and financial record keeping is required. Ideally, we would like someone who has experience of working with a board
- Standard office ICT skills, including social media, are a necessity
- Knowledge and understanding of the political system in Ireland would be an advantage

### **Skills and Special Aptitudes**

Great attention to detail, with a thorough and methodical approach to your work

Excellent organisational skills

The ability to be flexible in a busy administration environment, manage competing priorities and maintain a professional approach

Excellent communications and interpersonal skills and the ability to work as part of a small team

**Application:** A letter of application along with a full CV and the names of two referees should be sent to

Ciairín de Buis  
CEO  
Women for Election  
36 Fitzwilliam Place  
Dublin 2

or to [ciairin@womenforelection.ie](mailto:ciairin@womenforelection.ie)

by 17.00, Monday 15<sup>th</sup> April

Interviews will be held on 30<sup>th</sup> April

Applications should be clearly marked 'Administrator Application'